

## Iowa WIC Program Participant Rights and Responsibilities

**I understand that:**

- I am encouraged to participate in the health services and nutrition education provided by my local agency.
- The standards for eligibility and participation in the WIC Program are the same for everyone, regardless of race, color, national origin, age, handicap, or sex.
- I can file a complaint if I believe I have been treated unfairly.
- I can appeal any decision made by the local agency about my eligibility.

**As a WIC participant:**

- I can get WIC benefits from only one local agency at a time. Dual participation is illegal
- I understand that if I move to a new WIC service area, I am eligible to ask for and receive a Verification of Certification form that allows me to transfer my WIC to my new location for the remainder of my certification period. I understand I must give any unused food instruments from the state I left to my new WIC office before they can issue me benefits in their state.
- I will use my WIC benefits only to buy approved WIC foods.
- I will contact my WIC agency if changes are needed to my WIC benefits.
- WIC food benefits are prescribed for the individual. It is illegal to or attempt to sell, return or exchange foods for cash or credit.
- If I violate WIC Program regulations, the WIC agency will send me a notice of violation. Accumulation of violation points may result in disqualification from the program.
- I understand that my record can be read by staff of the Iowa Department of Public Health (IDPH).
- I understand that the director of the IDPH may authorize the sharing of my WIC information with specific health and education programs. These programs may use this information to determine my eligibility for their programs; to provide me with information about those programs and to make the application process easier; to improve my health, education or well-being if I am already enrolled in their programs; and to make sure my health care needs have been met. This information will be used by WIC agencies and public organization in the administration of their programs that serve persons eligible for the WIC Program.
- I have read or been advised of my rights and responsibilities. I have provided correct information about my eligibility for this federal program. Program officials may verify the information I provided. I know that if I lie or hide facts to get WIC foods that I am not eligible to receive, I may be required to repay the cash value of those foods and may be subject to civil or criminal prosecution under state and federal law.

Name of WIC participant certified today: \_\_\_\_\_

\_\_\_\_\_  
Signature of participant/parent/guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of local agency official

\_\_\_\_\_  
Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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